



2011 Kirtland AFB Summer Hire Program

GREAT PAY

The Summer Hire program pays well for not being retail. You won't have to worry about not getting the hours you need or having to work holidays. With the Summer Hire program, you can save up for that new car, school books, or just have some extra cash for that iTunes habit of yours.

WORK EXPERIENCE

This is actual work experience that looks good on any resume. The skills you will learn in the Summer Hire program are in demand and critical to landing a job later on. And no, you don't have to join the Air Force.

EASY TO APPLY

No interviews, just your resume. If you don't have a lot of prior work experience, school clubs DO count. Any skills you have can go on your resume, just remember to hit spell-check before you send your application over.

DEADLINES

Paper applications **MUST** be postmarked by Friday, 25 February 2011 in order to be considered. E-mailed applications **MUST** be received by close of business Friday, 25 February 2011. Incomplete/late application packages will not be considered.



www.kirtland.af.mil

Looking for a great summer job?

Want to earn money over the summer break?



Apply to Kirtland Air Force Base's Summer Hire program! Applications are now being accepted for temporary summer work in a variety of jobs including Administrative/Clerical, Laborer, Lifeguard, Recreation Aid & Engineering Aid positions. These jobs are located in various organizations around Kirtland Air Force Base in Albuquerque, New Mexico and salary starts at \$8.40 to \$11.57 an hour.

What are the requirements for the program? You must be at least 16 years old to apply.

(18 years old for some positions) You must be enrolled **OR** accepted for enrollment as degree seeking students taking at least a half-time (*6-credit hours*) academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

When should I apply? It is strongly encouraged that you apply as early as possible for consideration into the program. All applications **MUST** be postmarked by 25 February 2011 to be considered for employment. Follow the directions on the reverse of this flyer. Copies of your resume, official transcripts, DD 214 (*if applicable*), & other documents are required.

When would I start working? The Summer Hire program starts mid-May and ends late September. You will need to be able to work full-time during the summer. Job offers will start going out in early April to late May.

Will I need to interview? No. There are no interviews given because hiring is based on your resume. So make sure, your resume is detailed and includes all your experience.



2011 Kirtland AFB

Summer Hire Application

OFFICE USE ONLY

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ENTERED BY:

FOLLOW THESE DIRECTIONS

- You **MUST** be 16+ years old to apply to the Summer Hire Program (18+ for Lifeguard positions) and **MUST** be available to work full-time (40 hours/week) during the Summer Hire program.
- To apply, you **MUST** attach this completed form, one (1) copy of your resume **AND** one (1) copy of your **OFFICIAL** transcripts. (High school graduates entering college should attach a copy of their high school transcripts & their college acceptance letter.) If you are a veteran, you **MUST** include a copy of your DD 214 with your application.
- Due to the high volume of applicants, we cannot give status checks of applications. To ensure that your application is considered, be sure to follow the directions & include all the necessary documentation. As per the Privacy Act of 1974, our office will not give out any information to parents, guardians or acquaintances of the applicant.
- ALL MAILED APPLICATIONS MUST BE POSTMARKED NO LATER THAN FRIDAY, 25 FEBRUARY 2011. ALL E-MAILED APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS FRIDAY, 25 FEBRUARY 2011. INCOMPLETE/LATE APPLICATION PACKAGES WILL NOT BE CONSIDERED.**

Full Name:				DOB:	
Address:					
City:		State:		ZIP:	
Day Phone:		E-Mail:			

Select	Position Title	Description
	Clerk	General office responsibilities that range from office errands, filing & copying to simple data maintenance will be expected, as well as a strong commitment to customer service. Daily face-to-face interaction with customers & military members is a possibility. A healthy knowledge of everyday office activities & functions is preferred, but not required.
	Computer Clerk	Computer intensive data inputting & use of a variety of programming software is key to this position. A strong knowledge of computer applications & a background in computer software and/or technology is expected. Ability to provide computer technical support to a variety of customers is preferred, but not required. Some graphic design based positions may be available as well.
	Office Automation Clerk	Specialized office responsibilities that range from data inputting to general office assistance is expected. Daily face-to-face interaction with customers & military members is a possibility. Knowledge of everyday office activities such as word processing, spreadsheets, presentations, errands, telephone answering & an excellent customer service ethic will be required. This position REQUIRES the ability to type 40 wpm.
	Engineering Aid	Basic duties & responsibilities available in several fields of engineering (<i>aerospace, electrical, mechanical, nuclear</i>). May be tasked to complete special projects in a team or individually. Assisting current engineers in open research is a possibility. Some positions may use computer modeling and/or simulators. Strong knowledge & background in physics & mathematics is preferred & required for some positions.
	Laborer	May be tasked in outdoor & manual tasks, landscape maintenance, warehouse management assistance, loading/unloading of equipment & supplies, use of hand tools, hand trucks & power equipment. An excellent working knowledge of on-the-job & personal safety is required. No office experience is needed. A state-issued driver's license & the ability to drive a vehicle is preferred, but not required.
	Recreation Aid	Assists in the operation of the Outdoor Recreation Center or base gym with helping customers at the front desk and/or issuing equipment as an assistant. Positions may also be located at the Auto Hobby Shop requiring a light automotive background. Good people skills, dedication to customer service & an excellent knowledge of on-the-job & personal safety is required.
	Lifeguard	General lifeguarding skills & pool responsibilities. Knowledge of pool & lifeguarding equipment maintenance is mandatory. Valid lifeguard & CPR certifications are REQUIRED for this position. You MUST attach a copy of both certificates with your application package in order to qualify for this position. Contact your local Red Cross office to recertify. You MUST be 18+ years old to apply for this position.

READY TO APPLY?

Before mailing your application, be sure that you have all the required documentation as listed above for your package & mail to:

377 FSS/FSMCS

Attn: Summer Hire Team

1451 4th Street SE, Bldg 20245

Kirtland AFB, NM 87117-5625

Your school may mail official transcripts to this address, however transcripts **MUST** be postmarked **NO LATER** than **Friday, 25 February 2011**.

E-MAIL YOUR APPLICATION

Send your complete application package as an attachment in one of the following formats:

- Word document
- TIFF or JPEG file
- Adobe® PDF file

kafbsummerhire@kirtland.af.mil

Ensure that all attachments are included and are able to open. All e-mail applications **MUST** be received by close of business **Friday, 25 February 2011**.